Job Title: Emergency Manager

Department: Fire

Immediate

Supervisor: Fire Chief

Origination Date:	07/01/2004
Revision Date:	07/01/2012
Job Grade	609
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

This position serves as the City's liaison on emergency preparedness, coordinates training programs such as CERT and NIMS and emergency operation drills and assists departments with their emergency and mitigation plans. Administers the submittal process for federal and state reimbursement claims for the City's costs during emergency operations. This position is the lead coordinator for the City's Homeland Security efforts. Additionally, this position provides supervision and oversight for emergency management and public education staff and volunteers.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Coordinates and develops the City's Emergency Operation Plan. Oversees the Emergency Operations Center (EOC). Manages and serves as EOC Director during emergencies and exercises. Provides staff support to the Department and the City Manager's Office to coordinate actual or potential emergency preparedness or response efforts. Serves as the City's liaison on emergency preparedness and coordinates with other agencies and private industry. Integrates and applies the concepts of comprehensive emergency management (mitigation, preparedness, response and recovery) into the City's disaster programs. Identifies and analyzes the effects of hazards that threaten the City. Develops plans to effectively deal with emerging issues related to emergency management.
2	S	Manages Emergency Management Programs, including Community Emergency Response Teams (CERT), Fire Corps and National Incident Management System (NIMS). Oversees Goodyear Citizen Corps Council (GCCC). Advises departments on their emergency plans and coordinates interdepartmental activities. Coordinates training programs and emergency operations drills and exercises (tabletop, functional and full scale) to prepare City department staff to respond quickly and effectively to emergencies.
3	S	Develops goals, objectives, policies, and procedures by administering and monitoring the budget, participating in strategic and operational planning, writing policies and procedures for programs, preparing and submitting reports, and operating computerized information systems.

	Physical Strength	ECCENTIAL ELINOTIONIC
4	S S	Develops and interprets fiscal and hazard impact to the City on emergency management systems. Secures technical and financial assistance available through state and federal programs. Administers the process for submitting federal and state reimbursement claims for the City's costs during and after emergency operations. Interprets federal and state funding regulations as they impact the City. Reviews state and federal proposed legislation and provides recommendations. Prepares and
5	S	presents briefings on disaster preparedness related topics. Represents the City as a liaison on emergency preparedness/homeland security issues and City teams. Serves as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the State of Arizona Division of Emergency Management, Maricopa County Department of Emergency Management, and other local municipalities; in order to keep up-to-date on current issues facing the emergency management community. Represents the City on various internal and external task forces and committees.
6	S	Supervises staff and volunteers to include: assisting with coordination and administration of various public education programs; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
7	S	Participates in the accomplishment of organizational, departmental and workgroup goals and objectives.
8	S	Prepares Council communications and makes presentations to the City Council.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education /	Work requires knowledge of a specific vocational, administrative, or
Knowledge	technical nature which may be obtained with a two year associate's degree,
	diploma or equivalent from a college, technical, business, vocational, or
	correspondence school. Appropriate certification may be awarded upon
	satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and	Valid Driver's License
Other Requirements	
Reading	Work requires the ability to read comprehensive emergency plans,
	emergency management programs, financial reports, statistical and
	technical research documents interpret federal and state funding
	information.
Math	Work requires the ability to perform math calculations such as addition,
	subtraction, multiplication, division and algebra at a college level.
Writing	Work requires the ability to write comprehensive emergency plans and
	procedures, fiscal impact and hazard analysis, emergency management
	programs, City Council level documents and presentations.
Managerial	Semi-Complex - Work requires managing and monitoring work
	performance of a division including evaluating program/work objectives
	and effectiveness, establishing broad organizational goals and realigning
D 1 (D '1'1')	work and staffing assignments for the department.
Budget Responsibility	Moderate - Oversees budget preparation of a program budget. Reviews and
	approves expenditures of significant budgeted funds for the department or
	does research and prepares recommendations for city-wide budget
Policy/Decision	expenditures. Significant The appleaded normally performs the duty assignment
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance
Making	only when necessary. Projects and daily work are managed with little
	oversight, however special assignments and significant work products may
	be reviewed upon completion. Typically positions in this category are
	supervisor to mid-management jobs.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical
	knowledge of a technical field with use of analytical judgment and decision-
	making abilities appropriate to the work environment of the organization.
Interpersonal / Human	High - Interactions at this level usually impact the implementation of
Relations Skills	policies. Contacts may involve interpretation of how policies are
	implemented and may require discussion and the support of controversial
	positions or the negotiation of sensitive issues or important presentations.
	During interactions on policy implementation, contacts may also involve
	stressful, negative interactions requiring high levels of tact and the ability to
	respond to aggressive interpersonal interactions.
	respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

	I			T	I
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	Making presentations Observing work site Observing work duties Communicating with co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	☒ File drawers☐ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment 	Climbing	□ N ⊠ R □ O □ F □ C	Stairs Ladders Step stools Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies☑ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ☑ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	,		

Telephone, fax machine, calculator, copier, vehicle, projector.	Physical Demands (continue	·	. A : J								
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Environmental Conditions	Environmental Factors:										
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Protective Equipment Required:	☐ Other (Specify)										
	Protective Equipment Requ	ired:									

Job Demands

Overall Strength Demands:

Overall Strength Demands					
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.				
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.				
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.				
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.				
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.				

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		\boxtimes		
Emergency Situations			×	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work			×	
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor - Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals

- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate on teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee	Date
Signature of Supervisor	Date
Signature of Department Director	Date
John F. Fischbach	Date
	Signature of Supervisor Signature of Department Director

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.